



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Addressing**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory and technical work in the operation of the County Addressing System for the Planning and Development Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews and recommends to supervisor, policy and procedures to ensure the proper addressing of all property development within Seminole County.

Coordinates with Code Enforcement, graphic arts, cadastral mapping, street name changes, development plan reviews, geographic information system and support for the Planning and Development Department programs, and other County departments for addressing issues. Coordinates with the E-9-1-1 office to research, review, and correct addressing inaccuracies with the E-9-1-1 database. Trains addressing personnel to conduct research to correct addressing problems. Coordinates with the Post Office to research, review, and correct addressing inaccuracies with their postal deliveries.

Writes reports, correspondence and documentation for coordinating database projects with the Addressing Section.

Serves as a member of the Seminole County Addressing Task Force.

Authorizes, delegates, and prioritizes addressing inaccuracies received from E-9-1-1 Office, post office, other County Departments and other agencies, and recommends corrective action appropriate for each situation.

Determines address ranges and specific number to be assigned to building permits, plats, and site plans as indicated by the County grid system. Establishes addressing procedures to ensure they comply with the County Addressing Ordinance 86-5.

Reviews preliminary development plans (residential and commercial) to ensure compliance with County Ordinance 86-5. Ensures new development owners/developers in the unincorporated area of the County comply with the E-9-1-1 Ordinance and Land Development Code. Reviews the preparation of address plats and site plans of subdivisions, apartment complexes, duplexes, shopping centers, industrial centers and business centers in accordance with established guidelines and procedures.

Supervises and coordinates all addressing, review of preliminary development plans and initiates and attends code enforcement hearings for the cities of Casselberry, Lake Mary and Longwood to ensure compliance with the E-9-1-1 Ordinance.

Issues citations, violation notices and initiates legal action for properties not in compliance with the Seminole County Land Development Code. Prepares evidence for testimony in citation cases.

Initiates and effectively recommends to supervisor, for final approval by the Department Director, for hiring, termination, performance evaluations, disciplinary action and/or commendatory actions for assigned personnel.

Initiates, receives and assigns requests for street name changes, processes information and presents through agenda item to the Board of County Commissioners for approval.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Knowledge of engineering, graphic arts, and the principles and practices of Geographic Information Systems. Knowledge of computer mapping, to include geodetic control, naming conventions, attribute data and blocks, layering schemes and technical specifications of digital maps. Knowledge of computer databases and spreadsheet programs.

Ability to utilize database programs, computers and associated software programs. Ability to read and interpret legal descriptions, maps, grids, plats and site plans. Ability to communicate effectively both orally and in writing. Ability to make effective presentations before large and small groups. Ability to interact with people and exercise sound judgment in dealing with the public, County Staff, and other officials. Ability to use geographic information systems to obtain address information. Ability to maintain accurate records.

Bachelor's Degree in Planning, Graphic Arts, Computer Science or a closely related field and five (5) years' experience in research or data compilation, cadastral mapping, or addressing.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.